

**Department of Vermont Health Access  
Health Access Policy and Planning Chief  
Health Insurance Exchange  
Job Description**

The State of Vermont seeks a dynamic, collaborative, and innovative person committed to the State's goal of universal health coverage to assist in the development and implementation of the Vermont Health Insurance Exchange (the "Exchange"). The Exchange was established by the Patient Protection and Affordable Care Act of 2010, and Act 48, passed by Vermont's legislature and signed into law by the Governor in May 2011. The Exchange will be the base for Vermont's integrated and universal health care system. The purpose of the Exchange is to facilitate the purchase of affordable, qualified health benefit plans in the individual and group markets in Vermont in order to reduce the number of uninsured and underinsured; to reduce disruption when individuals lose employer-based insurance; to reduce administrative costs in the insurance market; to contain costs; to promote health, prevention, and healthy lifestyles by individuals; and to improve quality of health care.

The Exchange will have many critical roles in the provision of health care coverage to Vermonters, including:

- Screening for and enrolling individuals in Medicaid and private insurance plans with federal tax credits.
- Coordinating with other departments and insurance companies to ensure that individuals are seamlessly transitioned between coverage programs if their eligibility changes.
- Working with small employers on their plan choices and collection of payments for their employees.
- Negotiating with health plans on products to be offered on the Exchange.
- Developing ways for the Exchange to drive quality and cost containment.
- Developing and overseeing Exchange operations, including the web portal, call center, navigator program, financial and reporting functions, and outreach and education programs.

**Position Overview**

The Health Access Policy and Planning Chief will be the Exchange lead on policy and research related to Medicaid and the integration of Vermont's public programs. S/he will be responsible for policy research and analysis, and regulatory and statutory development for the Health Insurance Exchange in the Department of Vermont Health Access. This position will complement the work of the Health Care Policy Analyst and will work with Department and other State staff and external stakeholders, including contractors, to develop policy and procedures for the Exchange. This position will provide policy research and advice in Exchange design and ensure that Exchange rules and regulations are consistent and integrated with Medicaid. The position will review and analyze proposed federal rules and assist with developing the states comments on those federal rules, with a focus on public program integration into the Exchange. The Health Access Policy and Planning Chief will be supervised by the Deputy Commissioner for the Health Insurance Exchange and will serve on the Exchange implementation leadership team.

**Minimum Qualifications**

- Considerable knowledge of the principles and practices of program planning and evaluation.

- Considerable knowledge of the development, implementation and interpretation of eligibility standards for benefit programs.
- Considerable knowledge of research methods and techniques.
- Working knowledge of governmental health care administration.
- Working knowledge of current issues and trends in the health care and long term care fields.
- Ability to direct and implement complex research, planning and policy development projects.
- Ability to interpret complex regulations and to analyze their impact on current and proposed programs.
- Ability to coordinate and integrate programs administered by a variety of agencies.
- Ability to use computerized word processing, spread sheet, and forecasting software.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to provide leadership and accountability within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.
- Education: Bachelor's degree, preferably in public administration or in a health or human services field.
- Experience: Five years at a professional level in program and policy development, evaluation, and analysis.

*Note: Graduate coursework in a health care field or in public administration may be substituted for up to two years of the general experience on a semester for six months basis.*

### **Preferred Qualifications**

- Enthusiasm for reforming Vermont's health care system.
- Law degree or master's degree in public health, public policy or related field.
- Experience with a state Medicaid program.
- Ability to analyze and evaluate the potential effects of proposed policies and programs.
- Strong data analysis and research skills.
- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail; ability to manage complex projects successfully and efficiently.
- Demonstrated political acuity.
- Willingness to think creatively and take initiative.
- Ability to work independently and as part of a diverse team

For more information, please contact:  
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To apply: [http://humanresources.vermont.gov/career\\_center](http://humanresources.vermont.gov/career_center)

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